

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES**

April 29, 2013

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:49 PM at the Lincoln Public Library.

PRESENT:

Chairwoman Karen Quinn, Trustees Denise Blais, Wil Postle (5:56 pm) & Merle Krueger were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

Treasurer Diane Walsh

APPROVAL OF MINUTES:

The Minutes of the March 26, 2013 meeting were accepted. A motion to accept the minutes was made by Trustee Krueger and seconded by Trustee Blais. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Directors meeting at the town. She also attended Construction meetings for the library addition. During March four computer classes were held, zero

storytimes, three children's programs were held, six teen programs and seven adult programs took place. Ms. Boragine indicated the items added to the collection in March; 1,269 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, 14, 326 items, circulated. A total of 45 new patrons were given library cards. Loaned 3,166 items out to other libraries and borrowed 1,872 items. The in-house computer usage was 1,440. The Library web pages were accessed 110,885 times. The online database usage was 1,754. Overdrive usage was 815 and includes 191 Audio, 0 Video, 0 Music, 654 E-Books and all other E-Books usage was 92.

Ms. Boragine indicated that the overdrive usage is up and that the number of patrons have decreased due to the construction project, lack of seating, etc. and knows that it is just a temporary inconvenience.

A motion to accept the Director's report was made by Trustee Blais and seconded by Trustee Krueger. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh was not in attendance; therefore no report of the balances was reported:

- Fines: \$0.00
- Champlin Account: \$

- **Trustees Account: \$**
- **Checking Account: \$**
- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$**

Ms. Boragine informed the Board that the fines due to the Town are \$3,479.96. She also reported that there is another check due to the Bailey Group for approximately \$49,000 and a check for petty cash was needed.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the construction project. She reported that the construction project was going well and that the carpeting had been laid, the circulation desk has been installed and the countertop has been templated. Chairwoman Quinn questioned when she envisioned moving into the new area. Ms. Boragine informed the Board that the stacks have been delayed and believed they would be in by the second week in May. The Children's Room is almost ready to go; the electricians have been in quite often and have done some extra work that would benefit the Library down the road. Trustee Blais questioned that when the books are ready to be put back, had they been gone through to eliminate old items and weeded before they are put back. Ms. Boragine did indicate that prior to boxing up and storing the books, they were gone through and

weeded out and noted that the non-fiction section got a thorough review. Chairwoman Quinn was thrilled with the progress and questioned if it would be ready by mid June. Ms. Boragine said that the construction crews have been at the library everyday and that they have also begun work outside with the handicap ramp. She mentioned that the Town is handling closing off the new entrance and that the glass for the new entrance should match the existing style of glass.

Ms. Boragine discussed the new Champlin Foundation grant request. A request is going to be submitted to include funds needed to complete Phase 2 and 3, such as additional carpeting, the reference desk, end caps, etc. Chairwoman Quinn was going to email Ms. Boragine the companies that she used for the end caps at her library and wanted to make sure she was asking for enough to cover some of these items. Chairwoman Quinn also wanted to make sure that we informed the Champlin Foundation that we are not taking out any loans to do this construction project and that they look very highly on the fact that we doing an addition without taking out any loans.

Ms. Boragine indicated that the Town has included the lighting upgrade for the Library in the Town budget and hopefully will be approved during the Financial Town Meeting in May. Trustee Krueger questioned if there were going to be window screens or curtains on the glass to act as a shade during the summer months. Ms. Boragine will look into the shades for the glass.

NEW BUSINESS:

The Fundraising Plaque was discussed. The plaque is a Tree with three color leaves, gold, bronze and silver. It was decided that the Gold leaves would be used for donations of \$1000 or greater; the silver leaf would be for donations from \$500 to \$999 and the bronze leaf for donations from \$250 to \$499. It was suggested that there be some form of recognition for donations in the lower range of \$100-250. It was discussed that a fundraising campaign does need to be actively worked on. Trustee Krueger asked how we are promoting getting donations. Ms. Boragine will be issuing press releases and working with the Chamber of Commerce to host an event once the Library project is completed. She also is working on a potential online fundraising campaign. She indicated that there will probably be two events one for businesses and one for the general public. The tree can be delivered right away and installed on the wall with leaves going up at anytime. It was suggested that it be placed near the circulation desk in a very highly visible area

The new DVD Policy was reviewed and discussed. Ms. Boragine informed the board that the new policy is needed so that we can clearly label the DVDs with Lincoln's circulation policy. There are different policies at different libraries and Ms. Boragine wanted a

more uniform policy to be established which will make it easier for all patrons in the long run. The Electronic Device Loan Policy was also reviewed and discussed. There will be five kindles available to be loaned out to patrons. Guidelines have been set for staff and how they are to be loaned out; a document must be read and signed by anyone requesting to borrow the kindle on loan. A motion was made to accept the two new policies as written by Trustee Krueger and seconded by Trustee Postle. The motion was approved unanimously.

A request was made to change the time of the next Board meeting on May 28th, 2013 from 5:30 pm to 5:45 pm. Ms. Boragine is going to check with the Town about changing the time of future meetings and will report at the meeting on May 28th.

The monthly newsletters and calendars have been sent out and distributed to patrons and can be found online at the library website.

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Trustee Blais and seconded by Trustee Postle to adjourn the meeting at 6:41 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion
Board Secretary